

RESOLUTION NO. 2000-187

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING THE
ADDITION OF ONE LABORER/MAINTENANCE WORKER I/II, ONE
PLANT AND EQUIPMENT MECHANIC, AND ONE STREETS
CONTRACTS ADMINISTRATOR, AND ASSOCIATED OFFICE AND
ANCILLARY EQUIPMENT FOR THE PUBLIC WORKS DEPARTMENT,
AND FURTHER APPROVING THE CLASS SPECIFICATION AND
SALARY RANGE FOR STREETS CONTRACTS ADMINISTRATOR

WHEREAS, the three requested positions are all related to improving service to Lodi residents, particularly in the older areas of town where maintenance needs are relatively high.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi does hereby approve the addition of one Laborer/Maintenance Worker I/II (Street Division), one Streets Contracts Administrator (Mid-Management - Street Division), and one Plant and Equipment Mechanic (Wastewater Division); and

BE IT FURTHER RESOLVED that the City Council does hereby approve the Class Specification for the position of Streets Contracts Administrator as shown on Exhibit A attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that the City Council does hereby approve the salary range for the position of Streets Contracts Administrator as shown as follows:

Step A	Step B	Step C	Step D	Step E
\$3,811.99	\$4,002.54	\$4,202.70	\$4,412.83	\$4,633.46

BE IT FURTHER RESOLVED, that the City Council hereby approves funding for associated office and ancillary equipment for the three positions in the approximate amount of \$75,000.00.

Dated: October 18, 2000

I hereby certify that Resolution No. 2000-187 was passed and adopted by the Lodi City Council in a regular meeting held October 18, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino and Mayor Mann

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

"Date"

STREETS CONTRACTS ADMINISTRATOR**DEFINITION**

Under general direction, prepares specifications for landscape and street maintenance, coordinates contract work with the work of Street Division supervisors and maintenance crews in the construction and maintenance of streets, sidewalks, drainage facilities, alleys, traffic control, and City landscape areas.

SUPERVISION EXERCISED AND RECEIVED

This position receives general direction from the Street Superintendent. It exercises direction over contractors and provides general direction to Street Division Supervisors.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Develops and administers landscape contracts for designated City facilities, street medians, well sites, pumping stations, parking lots, and city buildings.
- Develops and administers street preventative maintenance contracts, including seals, striping and related work.
- Coordinates work of contractors and Street Division staff regarding tree maintenance and removal, and street, sidewalk, alley, and parking lot maintenance.
- Inspects work of contractors for conformance with plans and specifications.
- Assists Street Superintendent with long-range planning and organization; direction, and review of operations; development and implementation of Division goals, objectives, policies, and priorities.
- Assists with preparation and administration of the Division's budget.
- Assists the Street Superintendent with a variety of personnel actions including performance evaluation, training, and disciplinary actions.
- Assists with technical reports of Street Division activities; evaluates, plans and programs an effective system for preventative maintenance of roadways, drainage facilities, and traffic control devices.
- Makes recommendations for improvement and construction of street and drainage facilities.
- Assists with more difficult citizen complaints and public relation matters.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Contract administration and applicable laws.

- Materials, methods, tools, and equipment used in construction, operation, and maintenance of street systems, drainage facilities, traffic control devices, herbicides, insecticides, tree and landscape maintenance.
- Related Public Works operations, particularly electric, water distribution system, and drainage as they relate to street maintenance and construction work.
- Report writing techniques.
- Basic municipal accounting and budgeting practices.
- Principles of management and supervision.
- Safety principles, practices, and procedures.

Ability to:

- Analyze Division's operations, and recommend improvements.
- Analyze and interpret Federal and State regulations pertaining to street systems and drainage discharges.
- Estimate job costs and keep neat and accurate records.
- Read and interpret plans, specifications, and diagrams used in the design and construction of streets and drainage facilities.
- Plan and coordinate personnel and equipment assignments on joint projects within the Streets Division and other divisions and departments.
- Establish and maintain cooperative and effective relationships with employees, contractors, the general public, and officials of other governmental agencies.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school, supplemented by course work in public administration, engineering, landscape design, landscape maintenance, horticulture or a related field.

Experience:

- Three years of increasing responsibility in construction and maintenance of street systems and other Public Works activities, two years of which were in an administrative or supervisory capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.